

***THE AIR FORCE SAFETY CENTER***

***WELCOMES***

***INTERNATIONAL MILITARY STUDENTS***

***TO***

***KIRTLAND AIR FORCE BASE, NEW MEXICO***

**1. International Military Student Office (IMSO).** The IMSO is located in the Headquarters Air Force Safety Center, Building 24499, 9700 G Avenue Southeast, Cube 283b. Hours of operation are from 0700 to 1600 Monday through Friday. The IMSO is responsible for coordinating base support, providing administrative support, planning and coordinating visits and special activities and requirements. You can reach the IMSO at DSN 246-1983 or commercial 505-846-1983 during hours of operation. After hours, call the IMSO cell phone at 505-238-9470.

**2. Location/Climate.** Kirtland AFB is located in Bernalillo County in the southeast quadrant of Albuquerque, New Mexico, close to the Albuquerque International Airport. The climate is mild to cold in the winter months with some snow, mostly in the mountains. Winter skies are usually bright and clear. Winter temperatures range from 23-47 degrees (F). Summer time is hot and dry with thunderstorms in July and August. Summer temperatures range from 65-95 degrees (F). The Albuquerque area has abundant shopping facilities including three indoor malls. Recreation such as skiing, hiking, and fishing is readily available. Both mountains and deserts are within easy access. Here's a website to learn more about Albuquerque: <http://www.visitalbuquerque.org>.

**3. Arrival.** When traveling by air, you will arrive at the Albuquerque International Airport, just four miles from Kirtland AFB. Notify the IMSO of your arrival, and plans will be made to meet you at the airport. If this is not possible, commercial ground transportation, at traveler's expense, is also available from the airport to Kirtland. Enter through the Gibson Gate. Maps are available at <http://www.safety.af.mil/Divisions/Training-and-Force-Development-Division/IFSO>. Although students will be on the Base Access List, you will mostly likely need to show International Travel Order, passport, and official picture ID to the base gate guard.

**4. Kirtland AFB Mission.** The 377th Air Base Wing (377 ABW), Air Force Materiel Command (AFMC), is your host. The wing's primary mission is to support Kirtland's more than 150 mission partners. The 377 ABW furnishes resources, talent, equipment, and facilities to support these varied and complex units. The support includes supply, pay, medical care, housing, fire protection, administrative support, personnel services, legal assistance, transportation, security, and law enforcement. Fire protection includes crash and rescue support for the base and adjacent Albuquerque International Airport. The wing has significant mobility requirements in various critical specialties. Wing personnel are ready to respond to any contingency anywhere in the world. Here's a website to learn more about Kirtland AFB: <http://www.kirtland.af.mil>.

**5. Quarters.** The lodging office (called the Kirtland Inn) is located in Building 22016, telephone 505-846-9653. On-base lodging, located approximately one mile from the classrooms, is reserved in the Visiting Officer Quarters (VOQs) for international students. Students are required to pay the lodging fee every four weeks. The cost is \$60 per night. The single rooms have a private bath. Spouses can stay in rooms. Housekeeping services are provided; however, individual occupants are responsible for maintaining general cleanliness of their quarters. Rooms are equipped with smoke alarms that send an alarm signal directly to the fire department. Except for microwave use, cooking is not permitted in your room. There is a kitchen for cooking in the common area of the dorm downstairs.

**6. Family Housing.** On-base family quarters are not available if you bring additional family members. We don't recommend bringing family members since local housing is extremely limited. You will not be approved to miss class time to search for family housing. Families should plan to arrive several days early to look for lodging. Individuals are responsible for paying all rental fees and utility bills. When you move into your off-base quarters, you will normally be required to pay a deposit on both the apartment and utilities. Most rentals require a minimum of 6 months lease; some require utility payments as well. We recommend asking your sponsor to assist you when you sign your lease. A lease is a legal contract, and you are obligated to honor it. There are furniture rental agencies in the area where you may rent furniture on a monthly basis.

## **7. Daily Living Allowances.**

7.1. Lodging on-base: Actual cost of lodging (\$60 normally, but not to exceed \$91) + \$30 proportional meal rate + \$11 for incidentals.

7.2. Per AFI 16-105, Joint Security Cooperation Education and Training, para 10-60b and Table 7-1, U.S. funded students must lodge on-base when quarters are available. If they instead choose to lodge off-base, they will no longer be eligible to receive a daily living allowances.

## **8. Dependents.**

8.1. Authorized dependents accompanying or joining the international student must be authorized in the ITO to be eligible for privileges: for example, identification (ID) cards, exchange and commissary privileges, and medical services. If dependents are authorized, their names, relationships, dates of birth, passport numbers and visa type and number will be listed in paragraph 12a of the ITO.

8.2. Cost of Living: Our cost of living indices are based on a US average of 100. An amount below 100 means a particular area is cheaper than the US average. A cost of living index above 100 means that area is more expensive. Overall, Albuquerque cost of living is 97.30. (Source: [http://www.bestplaces.net/cost\\_of\\_living/city/new\\_mexico/albuquerque](http://www.bestplaces.net/cost_of_living/city/new_mexico/albuquerque))

8.3. An international student unaccompanied by a spouse but accompanied by dependent children are responsible for developing and maintaining a dependent care plan for their dependents. The student must fill out an AF Form 357, Family Care Certification. For more information, see AFI 36-2908, *Family Care Plans*.

8.4. Family members are not permitted to seek or accept employment during their stay in the United States unless specifically approved and coordinated through the Department of Homeland Security, Bureau of Citizenship and Immigration Services.

**9. Child Development Center (CDC).** The CDC is located in Building 20160, telephone 505-846-1103. You may enroll eligible children (on ITO orders) who are 6 weeks to 5 years old with a current immunization record, if space is available. If a current immunization record is unavailable, you must make an appointment with a pediatrician at the clinic, 846-3200. Child care is available (before and

after school) and is open 10 hours a day. Pre-school child care is available 2 or 3 days a week. There is also a youth program for children 6 to 18 years old that offers instructional paid programs, such as piano, karate, and gymnastics.

## **10. Mail.**

10.1. The Postal Service Center (PSC) is in Building 20204. Postal regulations limit the size, weight, and content of packages. For instance, it is illegal to import liquor, plants, or meat products by mail. If you have questions about postal regulations, ask at any post office. Please use the following as your personal mailing address:

(Rank and Full Name)  
2050-A 2nd St. SE  
Bldg 20204  
PSC Box 4030  
Kirtland AFB NM 87117

10.2. The official mail address is as follows (*for official documentation only, such as passports, letters from your embassy*):

HQ AFSEC/SET  
IFSO 17A - (Rank and Name)  
9700 G. Ave SE  
Kirtland AFB NM 87117

## **11. Automobiles.**

11.1. Purchasing. No one is permitted to purchase an automobile without a statement on the ITO that authorizes such a purchase. If your ITO does not contain this statement and you want to purchase an automobile, you must request authorization from the representative who prepared your ITO. If you plan to purchase an automobile while at Kirtland AFB, the IMSO may be able to provide assistance and advice. It may be a good idea to ask your sponsor or a reputable mechanic before you buy the car. The final decision, however, is yours. Once you have purchased an automobile, it may be difficult to get your money back unless you can prove the sale was fraudulent.

11.2. Insurance. If you buy an automobile, you are required by the State of New Mexico to carry public liability and property damage insurance. This protects you, the owner, from a lawsuit in the event that you are involved in an automobile accident. This minimum amount covers only the other vehicle; it does not protect your automobile. Please be aware that insurance can be very expensive in New Mexico. If you want additional coverage to protect your automobile in case of an accident, theft, or fire, you should get complete insurance coverage at an additional cost. You must carry the verification of insurance document in your automobile at all times.

11.3. Driver's License and Registration. To operate a vehicle on base, you must have the registration, proper insurance, and a valid driver's license. Although an international driver's license is acceptable, a U.S. driver's license may reduce insurance costs. If you purchase a vehicle (register vehicle) or to obtain a driver's license, you must visit a State of New Mexico Motor Vehicle Division (MVD) office. There is an MVD office on Kirtland AFB at the Consolidated Support Center in Building 20245. You can obtain directions from the IMSO. Here's a website for the New Mexico MVD and more information about driver's licenses: <http://www.mvd.newmexico.gov>. Prior to registering your vehicle with the MVD, you must take your vehicle to any emissions inspection station and pay for an emissions systems inspection.

## 12. Driving Rules, Automobile Accidents, and Driving Violations.

### 12.1. U.S. and New Mexico Driving Rules.

12.1.1. Here is a website for information on international visitors driving throughout the United States: <https://www.usa.gov/visitors-driving>.

12.1.2. We recommend that you study a State of New Mexico Driver's Manual to learn more about driving in our state. Here's a link to the driver's manual and other resources: <http://www.mvd.newmexico.gov/resources-forms-information-drivers.aspx>.

### 12.2. Kirtland AFB Driving Rules. While driving on base, the following apply:

12.2.1. The speed limit for entering the gate is 15 mph, and in parking lots, the speed limit is 10 mph. The speed limit on base streets is 30 mph or as posted.

12.2.2. When entering the gate during hours of darkness, you must use parking lights.

12.2.3. Gate guards will ask you for identification (ID). You will be stopped; please be courteous and show your CAC or ID card.

12.2.4. Yield to emergency vehicles (pull to right side of roadway). Yield to opposite traffic when making left turns and to pedestrians crossing streets.

12.2.5. Passing at intersections is prohibited.

12.2.6. While on base, "U" turns are prohibited.

12.2.7. Parking in any of the following places is prohibited:

- In parking lots, no vehicle shall be parked except within the marked confines of a parking space
- In front of any portion of a public or private driveway
- Within an intersection

- Within 15 feet of a fire hydrant
- On a crosswalk
- Within 20 feet of a crosswalk at an intersection
- Within 30 feet on the approach to any flashing beacon, stop sign, or traffic-control signal located at the side of the roadway
- Between a safety zone and the adjacent curb or within 30 feet of points on the curb immediately opposite the ends of a safety zone unless the traffic authority indicates a different length by signs or markings
- Within 20 feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within 75 feet of said entrance, when proper sign is posted
- Along or opposite any street when stopping, standing, or parking would obstruct traffic
- On the roadway side of any vehicle stopped or parked at the edge or curb of a street
- Except as otherwise provided in this section, every vehicle stopped or parked on a roadway where there are adjacent curbs shall be stopped or parked with the right-hand wheels of such vehicle parallel to and within 18 inches of the right-hand curb
- On any bridge
- At any place where official signs prohibit stopping or parking
- Within 50 feet in front of or 10 feet to either side of a dumpster (bulk refuse container)

12.2.8. Observe all traffic signs.

12.2.9. Traffic lights on Kirtland AFB change from standard red, yellow, and green to blinking red at night. Come to a complete stop and then proceed with caution.

12.2.10. Use of cell phones while driving on Kirtland AFB is prohibited. All drivers in Albuquerque, Espanola, Santa Fe, Las Cruces, Taos, Silver City and Gallup are prohibited from texting and talking on a cell phone.

12.3. Automobile Accidents. The best rule to remember is to drive defensively; that is, always drive as though you expect the other person to make a mistake at any moment. If you are involved in an accident, do not leave the scene until police arrive. You should exchange the following information with the other driver:

12.3.1. Name, address, and telephone number of driver.

12.3.2. Name and address of automobile owner (if driven by someone else).

12.3.3. Driver's license number, auto license number, and insurance company.

12.4. Driving Under the Influence (DUI).

12.4.1. New Mexico law requires you to take a blood or breath test if you are arrested for a DUI. New Mexico's "implied consent" law says that if you are lawfully arrested by an officer who has probable cause to believe that you have been driving under the influence, then you consent to taking a chemical test of your blood or breath for the purpose of determining your blood alcohol content (BAC). The officer gets to choose which test you take and the test must be taken within three hours of when you were last driving. You can read New Mexico's implied consent law in the New Mexico Statutes Annotated 66-8-107 at <http://dui.drivinglaws.org/resources/dui-refusal-blood-breath-urine-test/new-mexico.htm>.

12.4.2. If you are arrested, the officer should tell you that if you decide to take a test, then you have the right to have additional tests taken by a medical professional of your choice *and* the state will pay for it. The officer must also give you your test results and any other available information about the test, if you ask for it. Additionally, the officer must tell you that your license will be suspended for one year for refusing to take the test.

If you choose to refuse the test, then the officer will take your license right then. In its place, he or she will give you a temporary permit that is good for 20 days. The officer will also give you written notice of your suspension, which should include information on how to request a hearing to challenge your suspension. Your temporary permit could be extended if you request a hearing and it is not set within these first 20 days.

12.4.3. In most situations, if you refuse to take a mandatory blood, breath, or urine test, you cannot be forced to do so. However, if the incident that caused you to be arrested also caused injury or death to yourself or another person, then an officer can get a warrant that will order you to take a test. If, by the way, the person who was injured was a pregnant woman, then not only will you have to take a test by warrant, but also the consequence for her injury is particularly heavy – it counts as a third degree felony, which is punishable by three years in prison.

12.4.4. It usually does not help you to refuse to take a blood, breath, or urine test when you are arrested. For a first DUI in New Mexico, you face up to 90 days in jail, or a fine up to \$500, or both. Your license will be suspended for at least six months too, and you would need to complete a safety course and community service before you could get it back. These consequences are more severe than those for refusing a chemical test. Still, refusing the test does not guarantee that you won't be convicted – you could be found guilty of a DUI even if your refusal means that the state does not have proof that your BAC was over .08%, the legal limit for those over 21. In fact, the prosecution can use your refusal against you by arguing that you refused the test because you knew that you were intoxicated and guilty of DUI. Here is more information on general DUI laws: <http://dui.findlaw.com/>. You can also find information on New Mexico Driving While Intoxicated (DWI) laws: <http://dui.findlaw.com/dui-laws-resources/new-mexico-dwi-laws.html>.

12.5. Traffic Violations. If you receive a citation (ticket) for any violation, on or off base, do not argue with the police officer. Instead, be courteous, accept the citation, and then bring it to the IMSO. The IMSO will give you advice about the proper course of action. It is important to understand that military personnel, regardless of rank, have no special privileges with the police, judges, or insurance companies. If you violate a law or have an accident, you will be treated the same as a civilian. Therefore, know and obey traffic regulations and drive safely.

12.6. Traffic Checkpoints/Transportation Checks. Border patrol agents conduct traffic checks on major highways leading away from the border to (1) detect and apprehend illegal aliens attempting to travel further into the interior of the United States after evading detection at the border and (2) to detect illegal narcotics. Please ensure you keep a copy of your ITO and I-94 on you when traveling near the lower part of New Mexico. Here's a website for more information: <http://www.cbp.gov/border-security/along-us-borders/overview>.

**13. Shopping and Shoplifting.** When shopping in American stores, there are certain rules which you must follow. When trying on an article of clothing you decide to wear, remember to pay for it before leaving the store. Do not put merchandise in your pockets until you pay for it. Get a sales receipt when paying and keep it with the item if you go into another store. When returning merchandise for refund, have the receipt as proof of purchase. Failure to follow these procedures may cause you to be charged with "shoplifting." Shoplifting is taking merchandise from a commercial store, base exchange (BX), or commissary without paying for it. This is a serious offense in the United States. The stores have trained personnel dressed in civilian attire who are actually security guards assigned to watch customers. The stores are also monitored by video cameras.

**14. Medical Care.** The 377th Medical Group (Kirtland AFB Hospital), Building VA-41, is located at 2100 Ridgecrest Drive SE. Treatment is available at the Flight Surgeon sick call, 0700-0800 & 1300-1400 daily. The Flight Medicine phone number is 505-846-3200, Ext 1, Ext 4, Ext 1. Families can still be seen at Primary Care, telephone 505-846-3200, from 0700-1900. You will be seen by a doctor on duty. You can dial 911 for emergency service. Be prepared to give the following information: name, rank, location, and description of the problem. Before authorized dependents can be treated, present their DD Form 1173, *Uniformed Services Identification and Privilege Card* (ID card), and Invitational Travel Order (ITO) which indicates who must pay for the medical services. If you require emergency dental care, call the Dental Clinic at 846-3027. They will also require a copy of your ITO. Here's a website for more information on the 377th Medical Group: <http://www.kirtland.af.mil/Units/377th-Medical-Group>.

14.1. For transportation to medical appointments during normal workday hours, students can call the Base Taxi at 505-846-2996. The taxi service is not available on weekends.

14.2. When an international student is responsible for payment of medical charges for themselves or their authorized dependents, procedures for payment will be on the ITO.

14.3. When it appears that a medical condition for the student or authorized dependents will result in extensive medical charges, the IMSO will counsel the student regarding responsibility for

payment. If it appears the student will not be able to make the required payment, the IMSO will notify the AF Security Assistance Training country manager.

14.4. Medical Insurance: The student and authorized dependents must maintain healthcare coverage. If the student is financially responsible for coverage, the Security Cooperation Organization will verify that the student has adequate health insurance prior to the issuance of an ITO. Item 12 of the ITO specifies the correct source for student and/or dependent healthcare coverage/reimbursement. The IMSO will review the ITO for the required healthcare statements and the accompanying medical packet for completeness. Discrepancies will be reported to the AF Security Assistance Training country manager.

## **15. Hospitals Located Off Base.**

15.1. Lovelace Medical Center, 5400 Gibson Blvd SE, telephone 505-262-7000.

15.2. Presbyterian Health Care, 1100 Central Ave, telephone 505-841-1234.

15.3. Lovelace Downtown Hospital, 601 Dr. Martin Luther King, Jr., NE, telephone 505-727-8000.

15.4. University of New Mexico, 2211 Lomas NE, telephone 505-272-2411.

**16. Uniform Requirements.** Military students must wear flight suit, battle dress uniform, or equivalent "uniform of the day." The service dress or country dress uniform is required for the graduation ceremony. Shorts, tank tops, and athletic sweat suits are examples of inappropriate attire. Hats are required for military students when outside of buildings at all times, unless otherwise noted. The Crash Lab is a no-hat, no-salute area. Optional items: A second pair of "worn" boots due to muddy or dusty conditions, flight or work gloves, sunscreen, and coats (in case of inclement weather).

**17. Banking.** There are two credit unions on Kirtland AFB: Kirtland Federal Credit Union and Sandia Area Credit Union. Branch offices are located on and off base. Some students have set up their banking at the Kirtland Federal Credit Union, 6440 Gibson Blvd, since it is just outside the Gibson Gate. There are also numerous banks located off base. Here's a link to the banks: <http://www.yellowpages.com/albuquerque-nm/list-of-banks>. Take a copy of your ITO and ID and they'll set up an account for you.

**18. Sponsors.** International military students will have an opportunity to meet American families and learn about western customs and hospitality. Those who are at Kirtland AFB for several weeks will be assigned sponsors who will help solve some of the inevitable problems faced by all new arrivals. Sponsors are normally either USAF counterparts or civilian volunteers who may participate in the Field Studies Program (FSP) activities and other social functions. Although they have volunteered to help, a sponsor's primary duties come first, and they may not be available at all times.

**19. Field Studies Program (FSP).** One of the interesting aspects of your stay at Kirtland AFB will be participating in FSPs. Sponsored with Air Force Security Assistance program funds, FSP activities are planned to show various aspects of American life for a better understanding of our country. The IMSO will make arrangements for students to visit interesting places for education and cultural awareness.

**20. Your Training Responsibilities.** Your government has sent you to the United States to learn as much as possible. We aim to make your stay at Kirtland AFB comfortable and problem-free, but actual study and course attendance are your responsibilities. You must attend all classes and you must inform the class representative and/or the lead instructor if unable to attend any sessions due to illness or emergency. You must allow adequate time for class preparation. Uniforms will be worn to class at all times.

**21. Transportation during class hours.** A government bus will take students to and from class, from the Kirtland Inn IFSO student dorm (Bldg 22018) to the Air Force Safety Center (Bldg 24499). During lunch, the bus will take student to and from the base dining facility, the Thunderbird Inn (Bldg 20350), in conjunction with traveling to the student dorm. Government bus transportation is only available during the weekdays during class hours.

**22. Standards of Conduct.** Students will be treated in the same manner as their U.S. Military Service counterparts of equivalent grade. Students are accorded the same privileges and, therefore, assume the same responsibilities as U.S. personnel. International students are required to conduct themselves in a manner that will bring credit to themselves and their country. This includes duty hours, off-limit establishments, military courtesy, financial responsibility, military bearing, appearance, and hair grooming. Students must maintain these standards; failure to do so or committing an act that would bring discredit to themselves or to their country could result in disenrollment and immediate return to the home country.

22.1. Class Hours: 0730-1600 unless directed otherwise by instructors.

22.2. Off-limit Local Establishment: The Gas Pipe Smoke Shop located at 8508 Central Ave in Albuquerque is the only off-limit local establishment.

22.3. Military Courtesy: Treat all others with respect regardless of rank or position. Salute officers higher in rank to you when outdoors.

22.4. Financial Responsibility: You must pay all bills before departure.

22.5. Military bearing, appearance and hair grooming: You must comply with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Noncompliance with the military service regulation may subject you to disciplinary action. Please see the IMSO for more information.

**23. Federal and State laws.** Although international students are not subject to U.S. military law, they do remain under the criminal and civil jurisdiction of U.S. Federal and State laws. They also remain under the jurisdiction of the military authorities from their own countries.

**24. Student Indebtedness.** Students are responsible for all lodging payments and payments of medical charges for themselves and their authorized dependents in accordance with their ITOs. Discuss any indebtedness with the IMSO and make payment arrangements. For unresolved indebtedness, the IMSO will notify leadership and the AF Security Assistance Training (AFSAT) country manager. The AFSAT country manager will then notify your Embassy if still unresolved.

**25. Identity Theft.** Students should not divulge personal information to anyone who does not have an official, legitimate reason for having the information.

**26. Purchase of duty-free and tax-exempt articles and liquor.** In general, members of the armed forces of any foreign country on duty in the United States are authorized to have certain articles entered duty-free and tax-free. This is true if the articles are for the member's personal use or the use of any member of their immediate family. The servicing judge advocate will be consulted on state and local laws on the introduction, possession, and use of alcoholic beverages. This privilege is extended solely for the convenience of students. Abuse of the privilege by the sale, gift, or trade of duty-free and tax-free articles to U.S. personnel is unlawful and can result in withdrawal of the privilege, administrative penalties, and disciplinary action against all concerned. Please contact the IMSO for more information.

**27. Military Air.** International military students are not authorized to travel on U.S. military aircraft except as required for training. Training at Kirtland AFB does not qualify you for space-available travel. You must have special conditions authorization from your embassy, reflected in the ITO, authorizing participation in hazardous duty training.

**28. Elimination from Training.** If a student is to be eliminated from training, there will be a specific cause of elimination stated in the official documentation or investigation. Elimination could be considered for actions such as failure to meet training standards, criminal acts, indebtedness, or extended illness.

**29. Sexual harassment laws and policy and fraternization.** Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when—

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career; or

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

29.1. It is the policy of the DOD that any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment.

29.2. Any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

29.3. Fraternalization involves an improper superior-subordinate relationship which detracts from the authority of the superior and thereby adversely effects good order and discipline. Fraternalization is gender neutral. It does not have to involve intimate relationships between members of the opposite sex. Fraternalization can be between officers, between officers and enlisted Service members, and between enlisted Service members. Fraternalization can also be between members of a foreign military force/forces, and between foreign military members and U.S. forces.

29.4. Fraternalization should not be confused with normal unit/team building functions or normal social interaction between people, such as community functions, religious activities, unit social functions, and athletic events. Also, fraternization does not include routine, limited business transactions, such as landlord/tenant relationships or one-time transactions like the sale of a vehicle, or home.

29.5. The following are examples of prohibited fraternizing activities:

- (1) Dating
- (2) Cohabitation - except in situations of operational necessity
- (3) Intimate/sexual relationships
- (4) Gambling
- (5) Loaning/borrowing money
- (6) Business partnerships - Service members of different ranks cannot go into business together
- (7) Commercial solicitation - If a higher ranking Service member operates or is affiliated with a private company, they cannot solicit business for that company from a lower ranking Service member

29.6. Any student who engages in conduct that could be considered sexual harassment or fraternization will be subject to appropriate administrative action and/or disenrollment.

**30. Student and instructor relationships.** Instructors in the Air Force Safety Center are responsible for maintaining control of a training situation at all times. Instructors may be military officers, military enlisted, or civilian personnel teaching senior personnel or officers. The rules of conduct

apply equally to all international students; any breach of etiquette or protocol will be brought to the attention of the IMSO, and if necessary, elevated to the AFSAT IMSO and/or country manager.

**31. Departure - Follow-on Training and Authorized Leave.** Upon completion of the IFSO course, follow-on training and any leave before returning to your home country must be approved on ITOs. If not specified on your ITO, you must immediately return to your homeland upon departure from Kirtland AFB.

**32. Baggage Allowance.** When travel/transportation is funded by the country, the cost of transporting personal excess baggage is the responsibility of the students or their country. When travel/transportation is funded by the U.S. government, baggage in excess of the authorized amounts will be at the expense of the students or their government. For training of 12 weeks or less, two pieces of checked baggage is allowed, not to exceed 50 pounds each; no excess baggage is authorized. Baggage information is noted on ITOs.

**33. Departure.** The IMSO will make or verify reservations for any students whose airfare is paid by the U.S. government. Students paid by their country will make travel arrangements through their country's security cooperation organization. Clear all base facilities before departing. You must pay final lodging charges. Give a forwarding address to the U.S. Post Office and to business and utility companies. *Those not attending follow-on training must relinquish their CAC and dependents' ID cards to the IMSO before leaving the base.* The ITO may be used for identification in place of the ID card. Please advise the IMSO immediately if any problems or accidents occur en route or contact the nearest military base to obtain assistance.